

## Marriage Certificates

Marriage Certificates are available through the City of Amsterdam City Clerk only when the original Marriage License was purchased here.

Three ways to obtain your marriage certificate (only available to the husband or wife on the certificate):

### IN PERSON

You must have IDENTIFICATION: Driver's License, Passport or Dept of Motor Vehicle Non-Driver ID only. Fee is \$15.00. We accept cash or check payments only.

### BY MAIL

Print and complete the application below. When complete mail the application along with a copy of your Identification and a \$15.00 money order or check to made payable to City of Amsterdam to the following address:

City of Amsterdam  
61 Church St.  
Amsterdam, NY 12010

Please enclose a self addressed, stamped envelope.

### BY PHONE OR INTERNET

The [New York State Department of Health](#) does not accept credit cards or on-line orders for vital records. However, for your convenience, you can process on-line requests through VitalChek Network, Inc., an independent company that we have partnered with in order to provide this service. VitalChek can be reached either through its website, [www.vitalchek.com](http://www.vitalchek.com), or by phone at 1-877-854-4481. An additional fee is charged by VitalChek for using this service. VitalChek accepts all major credit cards, including American Express®, Discover®, Visa® and MasterCard®.

### Fees:

**VitalChek Processing Charge** - \$7.25 per transaction and includes all certificate copies requested.

**UPS Return Delivery Charge (optional)** - \$14.00 per transaction to destinations within the continental United States; call VitalChek at 1-877-854-4481 for rates to other destinations.

**Certified Copy Fee (Priority Handling)** - Internet and telephone requests receive priority handling. The \$45.00 fee for each certified copy of a birth, marriage, death or divorce certificate requested includes a \$15.00 (per copy) priority handling fee.

### Note:

The total cost of the New York State copy fee, priority handling fee, VitalChek processing charge and UPS charge (if applicable), will be posted to your credit card account. You must use your own major credit card.

### How long will it take?

Internet or telephone requests receive priority handling and are processed within five (5) to ten (10) business days of receipt.

# Application to Town/City Clerk for Copy of Marriage Record

## TYPE OF RECORD DESIRED (Check One)

Search and  
Certification

☐

Fee \$15.00  
per copy

A Certification, an abstract from the marriage record issued under the seal of the Health Department, includes the names of the contracting parties, their residence at the time the license was issued as well as date and place of birth of the bride and groom.

A Certification may be used as proof that a marriage occurred.

Search and  
Certified Copy

☐

Fee \$15.00  
per copy

A Certified Transcript includes all of the items of information occurring on the original record of the marriage.

A Certified Transcript may be needed where proof of parentage and certain other detailed information may be required such as: passports, veteran's benefits, court proceedings, or settlement of an estate.

## PLEASE COMPLETE FORM AND REMIT FEE

PLEASE PRINT OR TYPE

Name (First) (Middle) (Last)  
of  
Groom

Groom's Age  
or Date of  
Birth

Residence (County) (State)  
of  
Groom

Date of Marriage  
or Period Covered  
by Search

Place Where  
License Was  
Issued

Name (First) (Middle) (Last)  
of  
Bride

Bride's Age  
or Date of  
Birth

Residence (County) (State)  
of  
Bride

If Bride Previously  
Married, State Name  
Used at That Time

Place Where  
Marriage Was  
Performed

For what purpose is information required?

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What is your relationship to person whose record is requested?  
If self, state "self."

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In what capacity are you acting?

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If attorney: Name and relationship of your client to persons  
whose marriage record is required.

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Signature of Applicant

Date

Address of Applicant

Please print name and address where record is to be sent.